

LDEQ ANSWERS TO PROPOSERS QUESTIONS
RFP No. 3000002521
“Records Management Support”

LDEQ’s answers to the following questions are intended to provide information to potential proposers questions to RFP No. 3000002521.

Questions and answers that may potentially result in the disclosure of information from proposals of competing bidders will not be published.

Question 1: Please provide the required labor hours by position and task area.

LDEQ’s answer: The Department is unable to provide required labor hours by position and task area in accordance with RFP Attachment 1, Statement of Work, Section 5.0 which states “The Contractor shall provide an adequate number of professional and paraprofessional personnel to accomplish the required tasks.” However, the Department is able to provide the incumbent’s current labor hours by position and task area. The Department anticipates a comparable volume of records activities as is presently occurring.

Current Full time staff allocation (8):

- Manage Records in Compliance with Laws and Standards – Two staff members each 50% = 1 full time person (2080 hrs/yr)
- Utilization of Appropriate Technology – Two staff members each 50% = 1 full time person (2080 hrs/yr)
- Active Records – 1 staff member 100% = 1 full time person (2080 hrs/yr)
- Inactive Records – 1 staff member 100% = 1 full time person (2080 hrs/yr)
- Policy, Communications, and Training – 2 staff members each 50% = 1 full time person (2080 hrs/yr)
- Imaging Operations – 2 staff members 100% = 2 full time persons (5260 hrs/yr)
- Imaging Technical Support – 1 staff member 50% = .5 full time person (1040 hrs/yr)
- Project Management Work Plan – 1 staff member 50% = .5 full time person (1040 hrs/yr)

Current Part time staff allocation (1):

- Imaging Operations – 50% (520 hrs/yr)
- Inactive Records – 25% (260 hrs/yr)
- Active Records – 25% (260 hrs/yr)

The hours per year are based on 2080 work hours in a year, and are determined by the contractor. The above allocations did not vary over recent fiscal years. At the present time, cross training is performed by the current contractor to ensure completion of duties.

For a copy of past winning proposal(s) or progress reports submitted by the current contractor, proposers may obtain copies of these items by submitting a public records request according to the process explained in the following link:

<http://www.deq.louisiana.gov/portal/Default.aspx?tabid=2231>

Question 2: Names of countries that will be eligible to participate in this tender.

LDEQ's answer: This is open competition, not limited to companies based in any particular country(s).

In accordance with RFP Part II, Section 2.1, any corporation must have a certificate of authority to transact business in Louisiana from the Louisiana Secretary of State.

Question 3: Estimated Budget for this Purchase

LDEQ's answer: This information cannot be released during the advertisement period, as it could compromise the RFP process with regard to competitive price proposals.

Question 4: Any Extension of Bidding Deadline?

LDEQ's answer: Proposal due date and time are unchanged and remain as indicated in the original RFP: March 24, 2014; 3:00 p.m. local time.

Question 5: Any Addendum or Pre Bid meeting Minutes?

LDEQ's answer: This Question and Answer document is the only addendum. There was no "pre bid" meeting, thus there are no minutes.

Question 6: Please provide the current # of paraprofessional staff and professional staff members required for the Records Management Support, as outlined in your RFP.

LDEQ'S answer: See the response to Question 1 above.

Question 7: How many trips were made to each location indicated on Exhibit A during the past year? Do you move large volumes of boxes which would require a vehicle larger than a typical cargo van?

LDEQ's Answer: Exhibit B is the Records Storage Locations exhibit.

Under the current contract, a substantial number of trips were made to the Louisiana Department of Agriculture and Forestry (LDAF) as part of the recent removal of all of LDEQ's boxes from that facility. This substantial box removal project was handled outside of routine records management (i.e., Schedule of Prices I) and was accomplished via issuance of a negotiated work order (i.e., Schedule of Prices II). Work order activities commenced at the beginning of December 2013 and concluded at the beginning of February 2014.

The box removal work order numbers included approximately:

	Number of Pallets	Number of Boxes
From Warehouse to DEQ	19	947
From IRC to Shred	35	1963
From Warehouse to Shred	257	13917
Total	311	16827

All of the boxes that were being stored at LDAF have now been removed. A portion of those boxes was moved to LDEQ Headquarters where they are now stored and the rest were shredded.

During the next contract period LDEQ does not anticipate the need to "move large volumes of boxes which would require a vehicle larger than a typical cargo van".

In addition to the box removal work order described above, an estimate of the records management visits, performed as part of routine records management (i.e., Schedule of Prices I), in the calendar year 2013 included:

- Regional Offices/Satellite Regional Offices – no visits; but the incumbent received approximately 80 boxes from the Pineville satellite.
- LDEQ Warehouse in Port Allen – no visits.

March 10, 2014

- Louisiana State Archives – approximately 4 or 5 visits to pick up supplies of empty boxes (250 boxes; flattened and tied in bundles of 25 boxes); transfer of only a few loaded boxes.
- Department of Natural Resources – no transfer of boxes, however the incumbent attended approximately 6 meetings to discuss the IT transition to DNR (regarding a partial merge of state agencies).

For an estimate of activities dating back one year from the present (i.e, March 2013), only the reference to Pineville office boxes would be excluded from the above bulleted list, since the incumbent received the Pineville office boxes in February of 2013.

Question 8: How many boxes were transported? How many packages were transported?

LDEQ's Answer: See response to Question 7 above.